



DEPARTMENT OF THE NAVY

OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON, DC 20350-1000

SECNAVINST 7220.66C CH-2

ASN (MRA)

02 October 2002

SECNAV INSTRUCTION 7220.66C CHANGE TRANSMITTAL 2

From: Secretary of the Navy
To: All Ships and Stations

Subj: UNITS DESIGNATED FOR ESSENTIAL UNIT MESSING (EUM)

Encl: (1) Revised pages 1 and 2 of enclosure (1)

1. Purpose. To revise Marine Corps units and schools identified in enclosure (1).
2. Action. Remove pages 1 and 2 of enclosure (1) and replace with pages 1 and 2 of enclosure (1) of this change transmittal.

William A. Navas, Jr.
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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IN REPLY REFER TO

SECNAVINST 7220.66C CH-1
ASN(M&RA)
29 March 2000

SECNAV INSTRUCTION 7220.66C CHANGE TRANSMITTAL 1

From: Secretary of the Navy
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1. Purpose. To revise Marine Corps units and schools identified in enclosure (1).
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CAROLYN H. BECRAFT
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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DEPARTMENT OF THE NAVY
Office of the Secretary
Washington DC 20350

SECNAVINST 7220.66C
Pers-20
23 May 1994

SECNAV INSTRUCTION 7220.66C

From: Secretary of the Navy
To: All Ships and Stations

Subj: MILITARY PER DIEM RATES

Ref: (a) Title 37, U.S. Code, Section 404
(b) Joint Federal Travel Regulations,
Volume 1 (NOTAL)

Encl: (1) Units Designated for Essential Unit
Messing

1. Purpose. To clarify policy and procedures under which essential unit messing or secretarial-determined reduced per diem may be authorized. This instruction has been changed extensively and should be reviewed in its entirety.

2. Cancellation. SECNAVINST 7220.66B.

3. Background. References (a) and (b) authorize and prescribe travel per diem rates for military members. They also prescribe certain circumstances under which authorized per diem rates may be reduced. The most common circumstances are listed below. For purposes of this instruction, only essential unit messing and secretarial-determined reduced per diem will be addressed.

a. Field Duty. Reference (b), paragraph U4102-Q, prohibits payment of per diem to members for duty characterized as field duty, as defined in reference (b), appendix A.

b. Duty on a U.S. Government Vessel. Reference (b), paragraph U4102-O prevents a member from receiving per diem for any period of temporary duty (TDY), temporary additional duty (TAD) or training duty aboard a Government vessel when both Government mess and quarters are available.

c. Group Travel. Reference (b), paragraph U4002, permits several members traveling from the same point of origin to the same destination to travel as a group from the time member departs permanent duty station (PDS), while traveling, until arrival at TDY/TAD station (with the reverse upon return). Per

diem and actual expense are not payable when in group travel status.

d. Essential Unit Messing. Reference (b), paragraph U4125-A3f prohibits payment of the meals portion of per diem to members for duty when Government messing is essential to the accomplishment of training and readiness, as determined by the Secretary of the Navy, and that authority is delegated and implemented below.

e. Secretarial-Determined Reduced Per Diem. Reference (b), paragraph U4135 provides that the Secretary of the Navy may authorize zero per diem or a reduced rate of per diem on a case by case basis in advance of TAD or TDY when the circumstances of the travel or duty to be performed so warrant and are peculiar to the Navy or Marine Corps.

4. Discussion. Per diem rates and actual expense reimbursement rates statistically represent average travel costs to the locality involved within the maximum limits set by law. Arbitrary reduction in those rates violates the provisions of references (a) and (b) and is patently unfair to members who would then personally have to defray legitimate travel expenses above the amount reimbursable under the reduced rates.

a. Budget pressures routinely focus attention on reduction of TAD or TDY travel costs. Reducing the per diem rate paid to members within an individual command below authorized rates is not an appropriate means of effecting desired savings.

b. When command funds are insufficient to cover programmed travel, a reduction in travel, not reimbursements, is the proper course of action.

5. Guidelines for Essential Unit Messing Designation

a. Essential unit messing may be required in a command or organizational unit when it will:

(1) enhance military readiness (e.g., the conduct of a military operation); or

(2) is necessary for the effective conduct of training.

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b. Military Readiness. Unit messing is required to enhance operational readiness or the conduct of military operations. Designation for essential unit messing will be applied only to established organizational units and to operational elements and detachments, not to groups of individuals or to individual service members.

(1) **Organizational Units.** Any military unit whose structure is prescribed by competent authority, such as a table of organization and equipment, and is specifically part of an organization

(2) **Operational Elements/Detachments.** A part of a unit formed from its main organization on a temporary basis and established for a specific operational purpose for duty apart from its main organization.

c. Training. Unit messing is essential when it must occur during training time, rather than during administrative time, because an unusually high tempo of training operations precludes normal administrative breaks or when it is in itself, a significant part of the training. Justification must demonstrate clearly one of these rationales.

(1) **Unit Training Time.** A period of time when unit members are not authorized the discretion of leaving the area of training or operations, or the dining area, because of training requirements or because the feeding process itself is a significant part of the unit's training. Movement to the messing facility may be in units or individually.

(2) **Unit Administrative Time.** A period of time when unit members are authorized the discretion of leaving the area of training or operations, or the dining area, during scheduled feeding because of no operational or training requirement for their presence.

d. Members TAD or TDY to a unit listed in enclosure (1) as an essential unit mess are not entitled to the basic allowance for subsistence (BAS) and are not entitled to the meal portion of per diem because they are provided subsistence at no cost by the government.

6. Guidelines for Secretarial-Determined Reduced Rate Per Diem

a. A specified reduced per diem rate may be authorized for a specific travel order when the nature

of the travel or duty is such that full per diem rates will over-reimburse for the normal and necessary expenses of that travel or duty. The reduced rate authorized in such instances must be set to reimburse fully for the normal and necessary expenses of such travel or duty. Reduced per diem will never be authorized for the purpose of reducing travel costs.

b. A reduced rate for per diem may be based only on the following two criteria:

(1) the travel costs are below the per diem rate prescribed for the locale or

(2) the circumstances of the duty to be performed at the locality involved are below the prescribed per diem rate (e.g., tuition includes meals).

c. Designation for a reduced per diem rate may be applied to individuals or to groups of individuals whose travel expenses are known to be the same. The reduced per diem rate must be specified in advance based on known travel expenses and applied only to a specific set of temporary duty orders. No blanket authority may be given. A minimum of 60 days for processing of request is recommended.

7. Designation Procedures

a. The Chief of Naval Operations and the Commandant of the Marine Corps will approve the designation of units for essential unit messing and will set Secretarial-determined reduced rates of per diem.

b. Requests for essential unit messing or Secretarial-determined reduced per diem should be sent to:

(1) The Chief of Naval Personnel (N1) for Navy units, via the appropriate chain of command; or

(2) The Commandant of the Marine Corps (MPP) for Regular Marine Corps units, or (RAP) for Selected Marine Corps Reserve units, via the appropriate chain of command.

c. Requests must provide full justification based on the guidelines in paragraphs 5 and 6.

8. Entitlements Approval. The entitlements portion of this instruction has been reviewed by the Per Diem, Travel and Transportation Allowance

SECNAVINST 7220.66C

23 May 1994

Committee in accordance with Section E1 of DOD
Directive 5154.29 of 9 March 1993 (NOTAL).

FREDERICK F. Y. PANG
Assistant Secretary of the Navy
(Manpower and Reserve Affairs)

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UNITS DESIGNATED FOR ESSENTIAL UNIT MESSING

1. Precommissioning Training at Navy Officer Candidate School, Pensacola, Florida.
2. Deployed Naval Mobile Construction Battalions.
3. Naval Aviation Squadrons deployed to operational control of the First Marine Aircraft Wing for operations with deployed units assigned under the Marine Corps Unit Deployment Program.
4. Personnel assigned to student UICs at Navy Class "A" Schools.
5. Students attending:
 - a. Naval Technical Training Center, Lackland AFB, TX (UIC 35419)
 - b. Field Medical Service School
 - (1) Marine Corps Base, Camp Pendleton, CA (UIC 65988)
 - (2) Marine Corps Base, Camp Lejeune, NC (UIC 65987)
 - c. AEGIS Training Unit, AEGIS Combat Systems Training Center, Wallops Island, VA (UIC 41968)
 - d. Naval School of Explosive Ordnance Disposal
 - (1) Indian Head, MD (UIC 30446)
 - (2) Eglin AFB, FL (UIC 47355)
 - (3) Panama City, FL (UIC 31168)
 - e. Naval Construction Training Center
 - (1) Port Hueneme, CA (UIC 30633)
 - (2) Gulfport, MS (UIC 31168)
6. Marine units deployed for high-intensity, short duration training/exercises:
 - a. Basic Reconnaissance Course, Expeditionary Warfare Training Group Atlantic (EWTGLANT), Little Creek, Norfolk, VA.
 - b. Amphibious Refresher Training, Expeditionary Warfare

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Training Group Atlantic (EWTGLANT), Little Creek, Norfolk, VA.

c. BASIC NCO Course, Fort Sill, OK.

7. Other Marine unit training/exercises:

a. Amphibious Orientation/Training Course, Expeditionary Warfare Training Group Pacific (EWTGPAC), Coronado, CA.

b. Small Boat Company Raid Training Program (when attended by a designated unit), Expeditionary Warfare Training Group Pacific (EWTGPAC), Coronado, CA.

c. Cold Weather Training, Camp Ripley, MN.

d. Live Fire Training, Camp Fuji, Japan.

e. Live Fire Training, Camp Tamez, Republic of the Philippines.

f. Security Detachments from Marine Corps Security Force (MCSF) companies performing Refuel/Defuel (RF/DF) missions in place of FAST Company.

g. Marine Corps Security Force (MCSF) battalion rotational guard forces within the Limited Areas (LA) of Naval Submarine Base Bangor, WA.

h. Marine Corps Security Force (MCSF) battalion rotational guard forces within the Limited Areas (LA) of Naval Submarine Base Kings Bay, GA.